App. F. IX-4

Previous References. 1941-42 (QB.)

File No. 164-41

Serial Nos. 1

Later References.

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 1

Part B for February 1942

SUBJECT.

Re Submission of Confidential files & papers to the Dewan & Ministers in boxes.

A.L.S/Secy 7/2

D 2139

General and Revenue Secretariat | File No. CR- of 194 . | [App. F. III—2

Serial No.

DEWAN'S OFFICE
6 JAN 1942
NO 5787

Subd. It has been ordered that arrangements should be made to submit confidential files and papers in future to the Dewan and the Ministers in boxes, provided with sets of keys. Three such boxes have already been received, and three more are expected in a few days. A draft O.M. is subd. for orders.

3. JAN. 1942 GOVT. OF MYSORE

WD 3/1. Dewan

MMS 6.1.42

6-1-42

MMS 7.1.42

DEWAN'S OFFICE
16 JAN 1942
6136

For perusal before issue.

Dewan)

MMS 15.1.42

19/1/42

ISSUED.

MMS 19.1.42

The Keys are herewith sent.

WD 21/1. P.A. to Dewan 22.1.42

P.A. to Law Minister (These have been given to L. Minister 22/1)

P.A. to Edn " 22/1/42

P.A. to H.D.G " 22.1.42

NOTE—Contn. Sheet.

WD 04155—GPB—55,000—23-10-41

Sr. 2517-21/CB 164-41-1.
9.19.1.42

OFFICIAL MEMORANDUM.

The following procedure will in future be observed in the submission of confidential files to the Dewan and the Ministers:-

All confidential files and papers will hereafter be invariably sent to and from the Confidential Branch in boxes duly locked, and provided with six keys, which will be distributed as in the margin. The keys ~~are expected to~~ will be in the ~~safe~~ personal custody of the ~~officers~~ Dewan and Ministers mentioned in the margin.

1. Dewan.
2. Fin. & Rev. Minister.
3. Law Minister.
4. Education Minister.
5. Minister for L.S.G.& Public Health.
6. Chief Secretary.

Each box will contain a note-book in which will be entered the numbers of the files sent in it together with the date of submission or return.

All confidential files, after being dealt with, should invariably be returned in the same box. Where, however, any particular file cannot be so returned, it should be taken out and kept safely with the ~~officer~~ Minister or Dewan as the case may be, and the fact noted in the note-book of the box, which, with the box concerned and the other files received in it, should be returned immediately. Files so retained should be returned when dealt with in closed boxes with the entry noted in the note-book.

By Order,

MS
6.1.42

Chief Secy. to Govt.

Copy subd. to the Dewan and Ministers.

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

General and Revenue Secretariat.

No. 2517-21/C.S. *Dated Bangalore,* 15th January 1942.
164-41-1 19th

OFFICIAL MEMORANDUM.

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All confidential files and papers will hereafter be invariably sent to and from the Confidential Branch in boxes duly locked, and provided with six keys, which will be distributed as in the margin.

1. Dewan.
2. Finance & Revenue Minister.
3. Law Minister.
4. Education Minister.
5. Minister for L...G. & Public Health.
6. Chief Secretary.

The keys will be in the personal custody of the Dewan and Ministers.

Each box will contain a note-book in which will be entered the numbers of the files sent in it together with the date of submission or return.

All confidential files, after being dealt with, should invariably be returned in the same box. Where, however, any particular file cannot be so returned, it should be taken out and kept safely with the Minister or Dewan as the case may be and the fact noted in the note-book of the box, which, with the box concerned and the other files received in it, should be returned immediately. Files so retained should be returned when dealt with in closed boxes with the entry noted in the note-book.

By order,

Chief Secretary to Government.

Submitted to The Dewan & Ministers.